



**Job Title:** Director for Learning

**Responsible to:** Assistant Principal - Curriculum and Quality

**Responsible for:** Business, Hospitality, Tourism  
Creative Arts and Service Industries  
Care, Early Years and Sport  
Foundation Learning  
Counselling, Trade Union Studies, General Education

**Contract Status:** Permanent

**Date:** May 2017

### Role Summary:

- Ensure outstanding achievement and positive destinations for all students within the Directorate
- Lead excellence in teaching, learning and assessment. Plan and deliver a vibrant and innovative curriculum offer which meets local and regional needs
- Ensure the development of staff to their full potential

### Responsibilities

- Inspire and develop managers and teams so that they strive for excellence and respond positively to change
- Promote a college culture of high aspiration and continuous improvement, leading by example
- Drive the achievement of high quality teaching and learning across all courses in the Directorate and achieve outstanding student success rates and high levels of positive destinations
- Ensure the continual development of teaching and learning by leading a consistent focus on teaching excellence and developing new initiatives to develop staff capabilities
- Ensure that curriculum areas produce robust self-assessment reviews and act in a timely and effective manner on their quality improvement plans
- Lead effective curriculum planning within the Directorate to ensure that appropriate income and contribution targets are set and met
- Ensure the Directorate meets the current and future demands of its learners, and supports the economic priorities of the City and the Solent LEP

- Ensure that the curriculum offer is inclusive and offers appropriate progression and pathways to positive destinations
- Lead the delivery of an excellent student experience, from first contact with the directorate through to progression to work, apprenticeships or higher education
- Ensure that curriculum areas fully participate in college-wide student voice activities and directorate activities are also planned. Ensure this feedback is used to improve delivery and development of provision
- Work with the Principal and Senior Management Team to implement the College's strategic plans
- Be an outstanding ambassador for the College, representing it externally in key partnerships, forging strong and productive relationships with stakeholders

### General

- Establish and maintain effective channels of communication and engagement that ensure that the staff voice is heard and influences decision making across the College
- Manage the development of team members through regular appraisals, review and use of staff development activities
- Actively promote safeguarding, equality and diversity and health and safety in all aspects of College life
- Observe, implement and develop College policies and practices, e.g. Financial Regulations, Health and Safety, etc.
- Positively promote equality of opportunity for staff and students
- Carry out other duties as may reasonably be required from time to time

*This job description is intended to provide a general guide to the duties and responsibilities of the post and aims to set this in the context of the framework within, which the post holder is expected to operate.*

*This job description should not be viewed as a legal document or a set of conditions of service and it can be reviewed at any time in light of the needs of the college.*

*Any amendments to the job description will be discussed with the line manager and post holder and subsequently confirmed in writing. This job description is current as at May 2017, but will be updated in consultation with the post holder should circumstances change.*

## PERSON SPECIFICATION: DIRECTOR FOR LEARNING

Criteria	*	Assessed **
<b>Qualifications</b>		
Degree or equivalent qualification	E	A
Recognised teaching qualification at level five or above	E	A
Level 2 English and Maths qualifications	E	A
Assessor and Verifier qualifications	E	A
Post graduate degree or professional qualification	D	A
<b>Experience</b>		
Recent management of a successful curriculum area, including managing teaching and learning, delivery and quality improvement	E	A/I
A successful record identifying demand/requirement for new curriculum and leading timely and effective implementation	E	A/I
Implementation of innovative methods of teaching and learning to ensure curriculum is delivered cost-effectively	E	A/I
A successful track record in managing and motivating people to achieve sustainable improvement	E	A/I
Building and sustaining successful relationships with stakeholders and partner organisation	E	A/I
<b>Knowledge</b>		
A successful record of raising standards in teaching and learning	E	A/I
Knowledge and understanding of regulatory and inspection bodies	E	A/I
Knowledge of relevant funding streams and impact on curriculum delivery and development	E	A/I
Understanding of equal opportunities and health & safety issues relating to students and curriculum delivery	E	A/I
<b>Skills and Competencies</b>		
High level of verbal and written communication skills	E	I
Ability to work, influence and motivate at all levels of the organisation	E	I
A "can-do" attitude focused on achievement and continuous improvement	E	A/I
Strong people management skills - ability to develop others and also to tackle and resolve performance issues	E	A/I
Ability to work under pressure in an uncertain environment	E	A/I
Well-developed analytical reasoning and problem solving	E	A/I
Excellent organisational skills, able to prioritise workloads and meet deadlines	E	A/I
Strong financial skills, able to manage staffing and staff development budgets	E	A/I

Criteria	*	Assessed **
<b>Other Requirements</b>		
To have satisfactorily met the requirements of a DBS check appropriate to the post	E	DBS check
Current driving licence	E	I

\*Essential or Desirable

\*\* A= Application Form I = Interview

**Any appointment is subject to the Corporation's terms and conditions of service.**

Working hours per week: 37

Working weeks per year: 52

Salary range: £48,000 to £52,000 per annum

Holiday entitlement: 35 days per year  
The annual leave year runs 1 September to 31 August

Holiday restrictions: Leave cannot be taken on certain days designated by the College, e.g. Staff Conference days. Leave is to be agreed in advance with your line manager. Teaching staff and staff supporting teaching and learning cannot take leave during term time. Exceptionally, permission can be requested from the Principal.

Pension Scheme: TPS